

Why The Work Number?

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

The Work Number can be used anytime, anywhere - available 24 hours a day, 7 days a week

- Access The Work Number via www.theworknumber.com or 1-800-367-2884
- Available Client Service Center at 1-800-996-7566 (Voice) or 1-800-424-0253 (TTY – Deaf) Monday-Friday, 7 a.m. - 8 p.m. (CST)

**Times Have Changed . . .
. . . So Have Your Options**

| State of Missouri |

www.missouri.gov

Keep Life Moving...



Buying a home or a new car?



Leasing an apartment?

Applying for a loan?

You'll need proof of employment or income...

The State of Missouri brings



www.theworknumber.com
1-800-367-2884

Need proof of *employment*?

Follow These Easy Steps:

- 1) Write down your Social Security Number in the boxes below.
- 2) Tear off Section 1 and give it to the person requesting your proof of employment.

-----Section 1-----

To obtain proof of *employment* on an employee from the State of Missouri:

- 1) Access The Work Number either via:
 - www.theworknumber.com/verifier
 - Call 1-800-367-5690
- 2) Enter:
 - The **State of Missouri Employer Code: 10106**
 - The Employee's Social Security Number:
□□□ - □□ - □□□□ ◀

*Note: The employee will need to provide you with a Salary Key in order for you to also verify their income.

Client Service: 1-800-996-7566, Monday-Friday, 7 a.m. - 8 p.m. (CST)

Need proof of *employment* plus *income*?

Follow These Easy Steps:

- 1) Write down your Social Security Number in the boxes below.
- 2) Go to The Work Number either:
 - www.theworknumber.com/employee or
 - Call 1-800-367-2884
- 3) Enter the following information:
 - a) The **State of Missouri Employer Code: 10106**
 - b) Your Social Security Number: □□□ - □□ - □□□□
 - c) Your PIN (**last four digits of your SSN**): □□□□
- 4) Select to obtain a Salary Key and then write down the Salary Key provided to you by The Work Number.
- 5) Tear off Section 2 and give it to the person requesting proof of your employment and income.

-----Section 2-----

To obtain proof of *employment* plus *income* on an employee from the State of Missouri:

- 1) Access The Work Number either via:
 - www.theworknumber.com/verifier
 - Call 1-800-367-5690
- 2) Enter:
 - The **State of Missouri Employer Code: 10106**
 - The Employee's Social Security Number: □□□ - □□ - □□□□ ◀
- 3) Enter in the Salary Key provided to you by the employee:
□□□□□□ ◀

Client Service: 1-800-996-7566, Monday-Friday, 7a.m. - 8p.m.(CST)

How To Use The Work Number®

Need proof of *employment*?

Give the person needing proof of your employment (the verifier), the following information:

- Your Social Security Number: - -
- Employer Code for The State of Missouri: 1 0 1 0 6
- The Work Number Access Options:
Option a) www.theworknumber.com/verifier
Option b) 1-800-367-5690



The Work Number Client Service Center:
Mon. – Fri., 7 a.m. – 8 p.m. (CST)

1-800-996-7566 (Voice)
1-800-424-0253 (TTY – Deaf)

Need proof of *employment plus income*?

Step 1) Go to The Work Number either via:

- www.theworknumber.com/employee
- 1-800-367-2884

Step 2) Enter the following information:

- Employer Code from The State of Missouri: 1 0 1 0 6
- Employee Social Security Number: - -
- Employee PIN #: (last four digits of your social security number)

Step 3) Select to Obtain a Salary Key and write down in the boxes provided below

Step 4) Give the person needing proof of your employment plus income (the verifier), the following information:

- Your Social Security Number: - -
- Employer Code for The State of Missouri: 1 0 1 0 6
- Your Salary Key (from #3 above):
- The Work Number Access Options:
Option a) www.theworknumber.com/verifier
Option b) 1-800-367-5690

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